

**EDUCATING FOR FREEDOM IN SCHOOLS
PROGRAM DIRECTOR
JOB DESCRIPTION**

Organization Description

Educating for Freedom in Schools (EFIS) is a public 501(c)(3) youth development organization. EFIS's mission is to provide integrated educational enrichment that builds literacy, social understanding, and parent engagement skills to create successful children, strong leaders, and great communities. Our vision is that all children in Kalamazoo County fulfill their full potential in life through access to, and preparedness for, a college education, lifelong learning, leadership, and citizenship. EFIS is guided by the Children's Defense Fund (CDF) Freedom Schools® best practices model for literacy, youth leadership development, cultural enrichment, parent empowerment, civic engagement, social action, and health and wellness. In June 2011, Harvard Family Research Project released a report called "Year-Round Learning: Linking School, Afterschool, and Summer Learning to Support Student Success". The CDF Freedom Schools® program was one of 14 innovative national programs highlighted that have demonstrated success in providing quality learning opportunities for youth. EFIS menu of services includes CDF Freedom Schools® summer and afterschool programs, culturally relevant mentoring, and parent and youth leadership as core services. We target Eastside, Edison, and Northside youth and their families.

Position Summary

EFIS seeks an experienced, competent and passionate individual to develop and manage comprehensive youth and parent development programs for school age youth and their caregivers. As Program Director, this individual will be responsible for coordinating the development and implementation of CDF Freedom Schools® after school and summer youth programs, a culturally relevant mentorship program, and youth and leadership development programs.

RESPONSIBILITIES

CDF Freedom Schools®:

- Recruit and hire CDF Freedom Schools® site coordinators (SC's) in partnership with the ED
- Participate, in partnership with SC's, in the interview process and final selection of summer and afterschool Servant Leader Interns (SLI's) (lead CDF Freedom Schools® teachers) and Junior Servant Leader Interns (JSLI's)
- Recruit and host Guest Readers and site visits with ED
- Coordinate a comprehensive finale' across summer sites with the SC's
- Organize all details for the finale' in partnership with the ED and SC's
- Work with SC's to ensure that appropriate summer afternoon activities are designed and implemented
- Work with SC's on organizing national Social Action Day activities
- Write press releases for all events and send to all media outlets with the ED

- Complete all necessary steps as required by the State of Michigan in order to obtain childcare licenses for all CDF Freedom Schools® summer and afterschool programs
- Attend one summer CDF Freedom Schools® parent meeting per week on a rotating basis; and one afterschool CDF Freedom Schools® parent meeting per month
- Observe CDF Freedom Schools® programs/classrooms at a min. of 2x per week on a rotating basis for the summer; and 1x per week during the school year
- Provide individual coaching support for SC's and SLI's as needed
- Attend one daily debriefing per week on a rotating basis in the summer and 2x per month during the school year

Marketing/Outreach:

- Assist ED in developing promotional and outreach materials and publications
- Assist ED in maintaining and further developing EFIS's website
- Develop and implement a social media plan for all EFIS programs
- Foster relationships among local schools, universities, businesses and other community youth and education programs to enhance EFIS's services through outreach activities
- Create recruitment and orientation packets for respective and accepted families with the PD
- Conduct an open house with the PD and ED for participating families

Organizational:

- Work with ED to obtain funding for programs, including writing grant proposals, researching funding opportunities, and fundraising through program events as requested by the ED
- Work with ED to develop organization policies
- Attend bi-weekly one-on-one meetings with ED
- Attend monthly EFIS board meetings as requested by the ED

Programmatic:

- Design and implement a cohesive and comprehensive culturally relevant mentorship program for youth ages five through eighteen
- Design and implement dynamic and holistic youth and parent leadership development programs
- Oversee all EFIS programs
- Develop and oversee a volunteer program for all EFIS programs
- Ensure timely completion of all program-related required reports and documentation and input in database
- Design, implement, evaluate, and document programs' effectiveness and monitor programs' progress
- Manage programmatic budgets
- Develop literacy achievement strategies for all EFIS youth programs
- Coordinate and implement, in partnership with EFIS staff a "college going culture" in all EFIS youth programming
- Recruit participants for all EFIS programming
- Create marketing materials for all EFIS programming

- Order weekly/monthly snacks/refreshments for EFIS programming
- Order supplies for EFIS programming, including books from CDF
- Work with the local colleges and universities to secure interns to assist with the oversight and implementation of EFIS programming
- Secure in-kind donations for EFIS programs on an ongoing basis
- Develop an e-file of annual inventory-design process for accurately tracking EFIS inventory

Reporting:

- Submit weekly activity/progress report to ED
- Prepare quarterly narrative reports on all activities as well as periodic program evaluation reports and recommendations
- Write reports & submit all documentation needed to funders as assigned by the ED

Supervision:

- SC staff supervision, including weekly individual and team meeting/coaching sessions
- Supervise recruited interns and volunteers as needed
- Supervise Americorps VISTA members (funding pending)
- Create, maintain, and update as needed, employee, volunteer, and intern files

Training:

- Attend national training on Feb. 27-30, 2012
- Attend additional training as identified by the ED
- Develop local training for all EFIS staff with support from SLI's
- Coordinate all travel arrangements for CDF Freedom Schools® national training

Qualifications

Skills and Experience

- Bachelor of Arts Degree in Family Life Education, Psychology, Sociology, Social Work, Education, or related field;
- At least one year leadership and management experience in a youth services, family support or K-12 educational setting;
- Relationship management skills and experience in fostering a team approach to youth development and creating collaboration among partner organizations in youth development;
- Ability to articulate a vision about preparing youth for the future—from social, economic, cultural and personal perspectives—to partners, funders and the community;
- Highly positive and enthusiastic style capable of motivating others;
- Skills and energies to build a team and lead effective staff development and training;
- Experience and competencies in working in a multiracial, multicultural environment;
- Experience and/or understanding of the development of educational programs in nonprofit or K-12 settings;

- Self-motivated, able to work independently without daily supervision from ED;
- Experience in supervising staff, volunteers and/or interns;
- Experience writing grant proposals and budgets;
- Ability to deal effectively with ambiguity of tasks and able to take initiative;
- Have previous experience working and building relationships with families;
- Experience working collaboratively with community organizations, schools, and youth;
- Ability to present oneself in a highly professional manner and be an ambassador of the organization;
- Excellent project management and planning skills;
- Excellent written and verbal communication skills;
- Ability to work flexible hours, including Saturdays;
- Computer skills- Microsoft Word, Excel, and website management;
- Have access to personal laptop computer; and,
- Have reliable transportation.

Hours

20 hours per week with flex scheduling for 52 weeks per yr.

Salary

\$16.00 per hour plus an annual health stipend.

***To apply, please submit your resume, cover letter, and two references via mail or email no later than February 1, 2012 to:**

Demarra Gardner, Founding Executive Director

Educating for Freedom in Schools

P.O. Box 51445

Kalamazoo, MI 49005

Email: freedomsschoolskzoo@gmail.com

All applicants are expected to have basic knowledge of the CDF Freedom Schools® national model. Please visit www.freedomsschools.org to learn more. **In addition, this position is contingent upon obtaining 2012 funding.*

EFIS is an equal opportunity employer and therefore does not discriminate on the basis of race, ethnicity, gender, ability, language, religion, sexual orientation, age or family status.